

## **0510.07 Joint Evaluation Committee**

Issued March 22, 1999

**SUBJECT:** Joint Evaluation Committee.

**APPLICATION:** Executive Branch Departments and Sub-units

**PURPOSE:** To specify the process by which Acquisition Services, establishes a Joint Evaluation Committee to assist in evaluation and selection of a prospective contractor.

**CONTACT AGENCY:** Department of Management and Budget (DMB) - Acquisition Services

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**SUMMARY:** A Joint Evaluation Committee (JEC), chaired by the Acquisition Services, may be established to develop evaluation criteria, conduct pre-proposal conferences, schedule oral presentations by prospective contractors and evaluate proposals in response to an Invitation to Bid (ITB). As this body serves in an advisory capacity to the Director of Acquisition Services, the size and make-up of the JEC is the responsibility of Acquisition Services. It is based on consultation with and recommendations from, the requesting department.

When appropriate, JEC members may be recruited from outside of state government, including both public and private organizations. Evaluations of proposals under consideration are limited to individuals named to serve on the JEC. However, it may be necessary from time to time to engage the services of a consultant or technical expert (advisors) to provide assistance, comments, and/or recommendations to the JEC or to individual members of the JEC. Such individuals will not be allowed to vote on the JEC unless they are also named members of the JEC. Final proposal analysis and recommendations are the responsibility of the JEC.

JEC members and advisors will be provided with the names of the vendors having submitted proposals. Since their actions may result in the issuance of a State contract, committee members and advisors are required to sign a conflict of interest and disclosure statement which certifies that neither they nor any member of their immediate family has any personal, financial, business or other conflict of interest with any of the vendors. If the member or advisor has served as a contract administrator and had previous dealings with any of the vendors, this in itself will not be considered a conflict of interest.

**APPLICABLE FORMS:** JEC Conflict of Interest and Disclosure Form

**PROCEDURES:**

Acquisition Services:

- Works with the requesting agency to develop a list of JEC participants. Ideally, the individual who will serve as the agency's contract administrator should be designated as

a JEC member. If the resulting contract is statewide solicits participation from more than one agency.

- May solicit participation of individuals, from other departments or from governmental, educational or private institutions, who have the necessary knowledge, education, objectivity and experience to render fair and impartial service.
- Notifies each member of the JEC of his/her selection and provides each member with a copy of the ITB, a schedule of JEC activities and dates.
- After bidder responses are received, provides to each JEC member: a conflict of interest and disclosure statement listing all bidder's names and addresses; a copy of each proposal which meets the submission requirements; and the evaluation criteria.

#### JEC members:

- At the request of Acquisition Services buyer, participates in pre-bid meeting, and/or question and answer preparation.
- Reviews the list of bidders, completes the conflict of interest and disclosure statement, and returns it immediately to the Acquisition Services. This also applies to the buyer in Acquisition Services.
- Review the proposals provided by the Acquisition Services buyer.

#### Acquisition Services:

- Collects completed conflict of interest and disclosure statements. If a JEC member has indicated a conflict of interest, appoints a replacement member who has no conflict of interest.
- Convenes the JEC, and serves as the chairperson.
- Advises members as to how the JEC functions, and how the evaluation process works.

#### JEC :

- Discuss each proposal in detail at the JEC meetings, using the evaluation criteria, to determine if each proposal addresses any requirements of the ITB and how each proposal addresses the evaluation criteria.
- Proposals are evaluated by the JEC using the evaluation criteria stated in the ITB. A document is written by Acquisition Services that reflects the consensus evaluation of the JEC. This consensus evaluation becomes part of the permanent record of the solicitation (bid file). Evaluation of proposals by consultants or technical experts will also be part of the official bid file. In evaluating proposals, individual notes of the JEC members used in the discussion are considered public records and will become part of the official bid file.
- Determine if oral presentations of the proposals, site visits, or initiation of a best and final offers (BAFO) or clarifications are necessary. Acquisition Services schedules oral presentations, site visits, or seeks clarifications, if required.
- Attend and evaluate oral presentations and site visits, if held.
- If the evaluation criteria provides for a separate price analysis, determine which proposals meet the criteria for consideration of price. The prices are evaluated using the criteria in the ITB.
- Make an award recommendation.

- Keep JEC evaluation and discussions confidential until a notification of award has been made by Acquisition Services.

Acquisition Services:

- Prepares a collective evaluation including a recommendation for award for approval by all JEC members (may be prepared and distributed for approval after the meeting). After all JEC members approve the award summary, forwards the recommendation to the Director of Acquisition Services. Proceeds with appropriate next steps in the contracting process.

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Procedure Update: 01/10/03  
Procedure 0510.07